

7.10.2023

PEBBLE BEACH VILLAS

PROCEDURE #7

RENTAL APPLICATION APPROVAL

BACKGROUND: Pebble Beach Villas has benefitted over many years by the presence of renters, many who have returned for several seasons, eventually buying their own Units. The procedures provided herein are provided to assure that the association can be aware of any visitors, to help assure a safe community, and to welcome guests. It is expected with the establishment of this procedure that the presence of renters will be a safe, pleasant and cordial experience for guests and owners.

APPLICABILITY: This document describes the PBV policy/procedures to be followed by the PBV Board of Directors in assessing and determining whether to approve or disapprove of any rental agreement submitted by any unit owner. The Board will only consider applications submitted that are in full compliance with the required procedures, as specified herein.

PRE-REQUISITE REQUIREMENTS FOR A UNIT-OWNER TO RENT: PBV Control Documents, specifically the PBV By-Laws and Rules and Regulations, identify the requirements that must be satisfied in order for a PBV Unit-Owner to rent their unit. Unit Owners wishing to rent their unit in any season must register with the Board Secretary by October 1st each year. Subsequently, EM will contact the Owner to conduct an inspection to assure full compliance of all required maintenance. Once approved by EM, a rental application can be submitted to the Board. Owners who fail to register by October 12 may have their application request delayed, which could result in denial of request.

RENTAL CRITERIA: Units may be rented only under the following criteria:

1. A unit cannot be rented for less than one month at any time.
2. A unit cannot be rented more than three times in any calendar year.
3. A unit cannot be rented to anyone with pets.
4. A unit cannot be rented to those with children under the age of sixteen (16).
5. Units rented are restricted to four (4) persons in two-bedroom units and six (6) persons in three-bedroom units.
6. Units rented must be in full compliance with all PBV maintenance requirements as specified in the PBV By-Laws, PBV Rules & Procedures, and PBV Unit Maintenance Procedures.
7. To rent a unit, Unit-Owners must be current in all dues, penalties, late charges and assessments.
8. To participate in a rental program a Unit-owner must request an inspection by Elliott Merrill (EM) before the rental season commences as specified above.

PROCEDURES:

1. All unit owners desiring to rent their units for a minimum of one month to a maximum of six months must complete the Rental Form, available on the PBV web site and submit the form to the PBV Property Manager, Elliott Merrill, at least 15 days prior to the expected effective date.

2. The PBV property manager staff will review the form for completeness and compliance with the requirements for submission. Any form that contains incomplete or incorrect information will be returned to the unit owners for corrections and re-submission.
3. Upon the acceptance of the rental form by the property manager, the submitted rental form will be forwarded to the "PBV Lease/Rental/Sales Committee". This committee has been authorized by the Board to evaluate all such applications.
4. The Committee shall review the submitted application for approval or rejection of the application form.

APPROVAL:

- a. If all information is complete and the Committee is able to determine that there are no objections to the request, the Committee shall provide notice thereof to the Property Manager staff, who shall notify the unit owner that the rental has been tentatively approved, pending a satisfactory inspection by the Property Manager if an inspection has not been previously completed.
- b. If the Committee determines that the application is deficient or additional information or compliance is needed, the committee shall provide such information to the Property Manager for follow up with the owner and the step above shall be repeated, as necessary.

REJECTION:

- a. If the Committee REJECTS the rental, the Committee shall provide feedback to the owner through the Property Manager, and the decision will be final.
- b. If the unit owner appeals a disapproval of the rental, the board shall have no obligation to reconsider the appeal.
- c. All rental applications shall contain a specific statement that reads as follows: "THE UNIT-OWNER AND RENTER ACKNOWLEDGE AND ACCEPT THAT FOR THE ENTIRE DURATION OF THE RENTAL THEY SHALL HAVE READ AND SHALL REMAIN IN FULL COMPLIANCE WITH PBV RULES AND REGULATIONS". The owner and renter accept that the Board in its sole discretion has the full authority to terminate any rental agreement where the requirements of PBV are violated.

RENTERS' ENTRANCE TO PBV PROPERTY. All renters are required to register/sign in at the Clubhouse within three (3) hours of arrival. The Registration Book shall be filled in completely and signed by the renter. Renters must also obtain a Parking Pass from the Clubhouse when registering.

Warning: Renters who enter the PBV Property without prior approval may be evicted and Unit-owners are subject to fines and other authorized actions that may be taken by the Board.

NOTE: THE PBV REQUIRED RENTAL FORM IS AVAILABLE ON THE PBV WEBSITE: WWW.PBVVILLAS.ORG

END

